

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **CUSTOMER SERVICE REPRESENTATIVE III**

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(Announcement No. R-036-08)

Grade 13

Starting Pay: \$13.99 per hour— plus extensive benefits package  
Monday through Friday

### **THE JOB:**

Front desk position performs a variety of high level clerical and information dissemination services for employees and visitors within City government. Answers department telephone calls; receives and greets visitors and provides information to callers and visitors; follows-up on customer complaints; prepares correspondence, lists and other documents on computer; receives cash for designated items, makes appropriate change and reconciles cash drawers; processes, vital records, applications, licenses or related documents. Performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

High School graduate or GED, and 4-6 years experience in general office operation; or an equivalent combination of training and experience.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Wednesday, June 4, 2008

**CLOSING DATE:** Friday, June 13, 2008

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*